Excel Smart Guide

80 Tips and Tricks on Excel

Become Smarter in Excel !
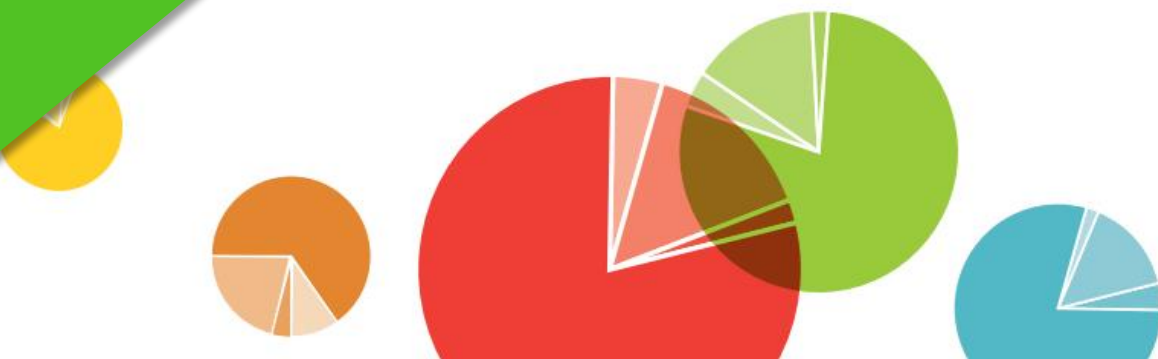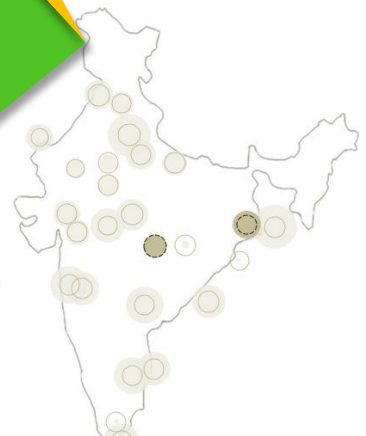
Thanks for getting this EBook

Now that you have this eBook, I am assuming that Excel holds a ton of value in your work life and I am here just to give you that extra edge!

Every office has that one Excel Rock Star who is the apple of the boss's eye when it comes to analysis and number crunching in excel and needless to mention the perks that he enjoys!

"I want YOU to be that Rock Star"

How to use this book

I have written 80 tips & tricks under 9 different sections. These sections range from building speed and productivity to working with data to charts and even VBA

Most articles are pretty comprehensive and have a link to my blog, where I have the detailed explanation along with supplementary and additional resources that come along

Enjoy this eBook with a latte!

Share it !

- Does your friend or colleague use Excel ? Give it to him..
- Does your boss struggle with Excel ? Mail it to him
- Does your boyfriend / girlfriend work on Excel ? Send it to him/her (he/she will love you!)
- Does your ex use Excel at work ? Send it to him/her too (I do not know what will happen :D, but it will help them too)
- **The point is to share it with everyone you know who needs it!**

You have my permission to print it and make as many copies as you like, provided you do not change any content. But do not start selling it in any format. This eBook is free for you and for everyone whom you share it with

You can find more tips and tricks on Excel on www.goodly.co.in

Yours Chandeep

What is in it ?

This book is divided into 9 sub sections

Shortcuts for Increasing Productivity

Tip #1 : Top 15 Shortcuts that I recommend you to start with

Sno	Shortcut	What it does	Quick Tip
1	CTRL + Arrow Keys	Jumps to the start and end of the data series	Use this a lot for navigating large workbooks, with many rows and columns. If you don't know this already, you'll love me for this
2	CTRL + PgUp / PgDn	Navigates to the next worksheet and to the previous worksheet	-
3	CTRL + SHIFT + L	Applying and removing filter	-
4	SHIFT + F11	Adding a new worksheet	-
5	ALT > I > R	Inserts a row	Select multiple rows and then use the shortcut to insert multiple rows
6	ALT > I > C	Inserts a column	Select multiple columns and then use the shortcut to insert multiple columns
7	CTRL + D	For copying down	To copy from first cell to the rest of the cells below it (contiguous range). The range needs to be selected first
8	CTRL + R	For copying right	To copy from first cell to the rest of the cells on the right (contiguous range). The range needs to be selected first
9	CTRL + 1	Opens the format cell dialogue box	Also opens the format options for chart objects, shapes etc.. Click on any chart object (axis, labels, series) and press Ctrl + 1
10	CTRL + SHIFT + - (minus sign)	Removes all borders from the selected cells	-
11	ALT > E > S	Opens the Paste Special dialogue box	-
12	Function F4 Key	In the edit mode it allows you to change the cell reference from relative to absolute or semi-absolute	F4 Once – Locks row & column ($A$1), F4 Twice – Locks row (A$1), F4 Thrice – Locks column ($A1), F4 forth time - Remove cell locking (A1)
13	ALT + = "equals sign"	Intelligently guesses the range/cells to Sum	-
14	Ctrl + : (Colon Sign)	Enters the current date in the cell	
15	ALT > O > C > W	Adjusting the width of the column	This is an old shortcut from Excel 2003 but still works a treat in all the versions till Excel 2013

Tip #2 : 4 Awesome Lesser Known Shortcuts

1 **Enter Data in multiple cells at once**
1. Select Multiple Cells where you want to enter data
2. Start typing your data. For E.g. "Chandeep"
3. When done typing, press **Ctrl Enter** (instead of just pressing enter)
4. Chandeep will be added to all the cells selected
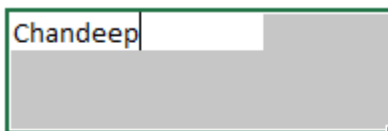
Chandeep		
		When done typing press **Ctrl Enter**

2 **Use the shortcut ALT + ; to select only Visible Cells**
Quick Tip : Use it to select only filtered cells while applying filter

3 **Use the shortcut CTRL Shift O (the letter 'o') select all cells with comments**

4 **Use CTRL+' to copy a formula from above cell and open it in the edit mode**

Wow
=IF(AND(1=1,2=2),"Wow","Oh")

Tip #3 : Download 100+ Excel Shortcuts pdf

100+ Excel Keyboard Shortcuts

If you would like to be a shortcut frenzy, here is my list of **100 + Excel Keyboard Shortcuts** (Downloadable PDF). Enjoy!

Tip #4 : Watch Window in Excel

Watch windows are an amazing way to keep track of critical cells in your model or MIS. Here is a quick example

Total Loan Outstanding	82,06,500
Average Loan	54,710

Total and average of 150 records

We have the **total and average of 150 records on Sheet 2**. The **back up data is on Sheet 1**

Now each time the back up data changes (on Sheet 1) you either have to memorize the total or come back to Sheet 2 to see the revised value

Learn to create **Watch Windows to track cells live**

Tip #5 : 10 Excel Habits that you must Develop

I must recommend you these 10 habits that have saved me countless hours of manual work, made me extremely productive and attained more refined and accurate output. Here you go!

10 Excel Habits, You Must Develop

Tip #6 : Border Shortcuts

If you are one of those who is into applying borders to almost everything that you do in Excel, then you are going to fall in love with these shortcuts and me of course!

Here are a few **Exclusive Border Shortcuts in Excel**

Kickass Formatting Tips

Tip #7 : Custom Formatting

This picture speaks miles about what we are going to discuss.

Get your eyes off the picture and lets get started .. shall we? I think the best way to start is to tell you that custom formatting does not actually change the underlying data, but only changes the way it looks!

What if you boss asks you to format the following data

	Jan	Feb	Mar	Apr	May	June
Sales	173	123	197	167	179	101
Profit/Loss	21	-14	31	0	87	-82

1. All the positive sales/profit numbers should appear this way $ 173.0 Mn
2. All negative (profit) numbers should appear this way in red color $ (14.0) Mn
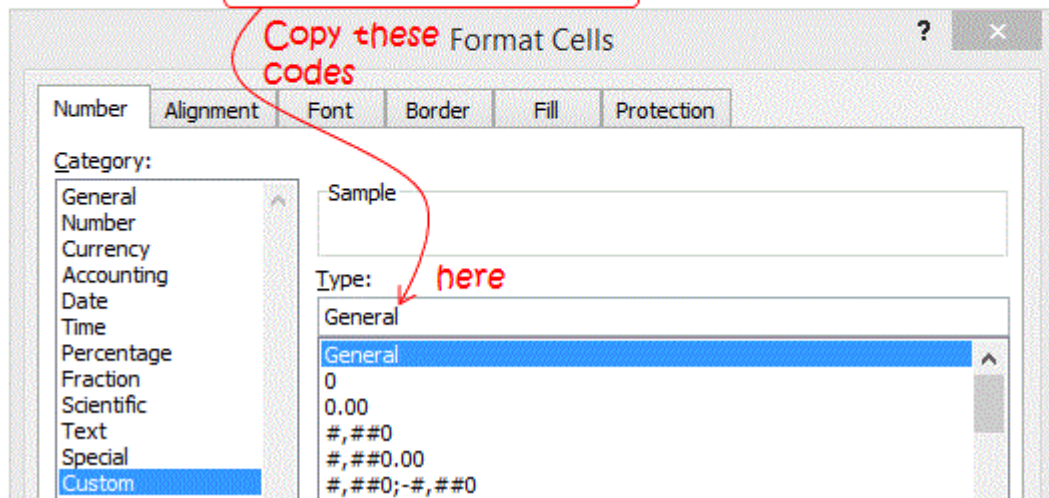3. All zeros should be replaced with a hyphen –

How would you do it ?

Learn Custom Formatting in Detail

Tip #8 : 4 Custom number formats

Quick tip

Dates	Custom Code	Display
1	02-05-2016	mmm d, yyyy (dddd)	May 2, 2016 (Monday)
2	05-08-2015	"Today is" dddd	Today is Wednesday
3	07-02-2015	dddd, mm/dd/yyyy	Saturday, 02/07/2015
4	24-06-2017	dddd, "The" dd "of" mmmm yy	Saturday, The 24 of June 17

Copy these codes

Format Cells   ?   ×

Number | Alignment | Font | Border | Fill | Protection

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

Type: here
General

General
0
0.00
#,##0
#,##0.00
#,##0;-#,##0

You'll have a better grip on this tip, if you have followed through the previous post. I have given some more details about date formatting here 4 Quick Custom Formats for Dates

Tip #9 : Beauty Tips for your Excel Reports

If you tired of making obsolete looking Dashboards/Reports then I have 6 awesome (and equally simple) make over tips for you.
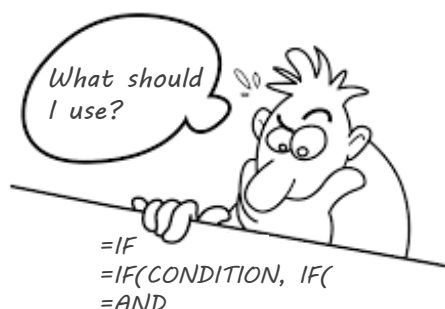
We won't go overboard in decking up our report until it looks horrible and meaning less but just enough to make it classy and beautiful!

Read all the tips here - 6 Beauty Tips for your Excel Reports

Formulas for Everyday Work

$E=mc^2$

Tip #10 : Where to use to IF, Nested IF and AND Functions

Here is a simple way to find out which one is the most appropriate logical statement under different scenarios

- **Use IF** : When you have a single condition to test

- **Use Nested IF (if inside another if)** : When you have 2 conditions to test but one condition is subsequent to other
    For eg =IF(Sales < 80% of Target , IF(Attendance>75%, 10% Bonus, No Bonus), 15% Bonus)
    In the above example, If the person has achieved less than 80% of target sales only then it checks for attendance i.e. attendance condition is subsequent to sales target condition

- **Use AND** : When you have 2 conditions to test at the same time
    For eg =IF(AND(Sales < 80% of Target , Attendance>75%), 15% Bonus, No Bonus)
    In the above example the person has to meet sales and attendance targets to get the bonus. Then I surround the AND statement in the IF statement to give out bonus or no bonus

---

Tip #11 : Replace IF with MIN / MAX Functions

Take a look at a creative way to solve the IF problem without using IF. In this case we pay a 10% interest only if there is Debt on the company

Year	Debt	IF Statement
2010	0	=IF(H12=0,0,H12*10%)
2011	126	12.6
2012	0	0
2013	115	11.5

Year	Debt	MAX
2010	0	=MAX(H18,0)*10%
2011	126	12.6
2012	0	0
2013	115	11.5

Long approach using IF   Smart approach using MAX Statement

Tip #12 : Cell Referencing Tricks

=$B$7:B37

=$C$10:K10

=C$3

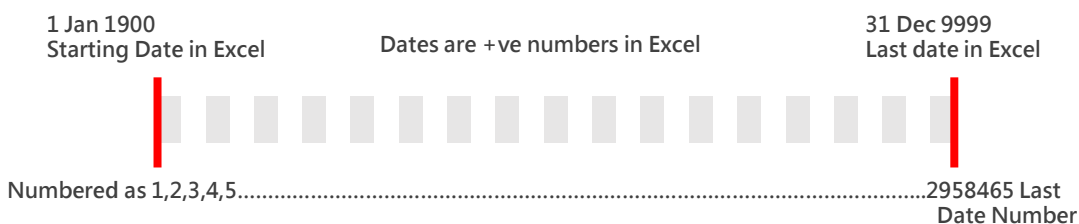**Cell Referencing**

Conditional formatting & Referencing

Cell Naming & Referencing

=$A$1

=$B3

As you delve deeper into excel formulas you have to be insanely good at Cell referencing. Cell referencing helps you write robust excel formulas and help you save you a ton of time. Read about cell referencing in detail here – **Cell Referencing in Excel** (A must read)

Tip #13 : Interesting Facts about Dates

1 Jan 1900
Starting Date in Excel

Dates are +ve numbers in Excel

31 Dec 9999
Last date in Excel

Numbered as 1,2,3,4,5...2958465 Last Date Number

The excel calendar begins on 1st Jan 1900. Excel has represented every date with a number so 1st Jan 1900 is stored as the number 1 in Excel's memory, 2nd Jan 1900 is stored as the number 2 and so on... Excel has stretched the calendar till 31st-Dec-9999, numbered as 2958465 (I am not sure if we are going to go that far in any sort of calculations, at-least I have not)

Quick Check
1. Type 1 in any cell
2. Covert that into a date format by pressing CTRL SHIFT 3
3. Now check the date (in the formula bar)
4. Isn't that 1 Jan 1900?

Tip #14 : Enter Today's Date with a Shortcut

Use the shortcut **CTRL ;** (colon) to enter today's date. The date input is a fixed value and won't change to the next date if you re open the same workbook the next day

Tip #15 : Enter Today's Date with a Formula

Use the formula =**TODAY()** to enter today's date. The date input is a dynamic and will change to the next date if you re open the same workbook the next day

Tip #16 : Time Stamp Problem and Circular Referencing in Formulas

Lets say we need a time stamp against every data entered but the condition is that once the time is stamped against the data it cannot be changed.

Names	Time Stamp
Chandeep	17:10
Rohan	17:11

We would use a simple IF formula for this but with a new concept called Circular Referencing
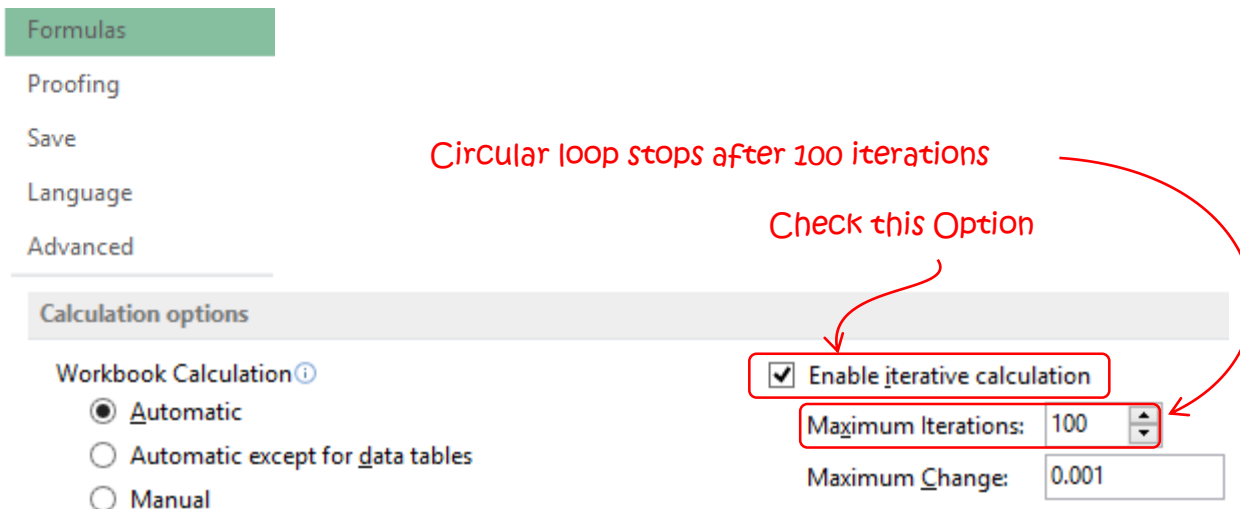
Introducing Circular Referencing – One or more cell references in a circular formula circles back to itself. For example.. IF you type the following in Cell A10

=IF(A10<1000, A10+1, A10) ⟶ *It is a Circular Formula*

Each time we run the formula (pressing F9) the value in A10 will goes up by 1.

Setting Iterations for Circular Formulas – Although the formula is made in such a way that it will increase the value by 1 each time but the number of iterations that are set in excel settings for circular formulas can change the result.

Turning ON Iterative calculations - Excel Options (Alt > F > T) > Formulas > Check Iterative Calculations

Formulas
Proofing
Save
Language
Advanced

Circular loop stops after 100 iterations

Check this Option

Calculation options

Workbook Calculation ⓘ
- ◉ Automatic
- ○ Automatic except for data tables
- ○ Manual

☑ Enable iterative calculation

Maximum Iterations: 100

Maximum Change: 0.001

Now that we have understood circular referencing, let's make a circular referencing formula. Be sure to turn ON circular referencing

Names	Time Stamp
Chandeep	17:10
Rohan	17:11
	=IF(B9<>"",IF(C9="",NOW()+2,C9),"")

The IF Formula is checking IF
1. *Cell B9 is empty if it is Empty then it gives nothing*
2. *If not empty then it checks IF Cell C9 is empty (here the Circular referencing starts)*
3. *If Cell C9 is empty then it enters the current time and date using NOW function else gives the value of C9*

goodly

Tip #17 : DATEDIF Function to calculate between 2 dates
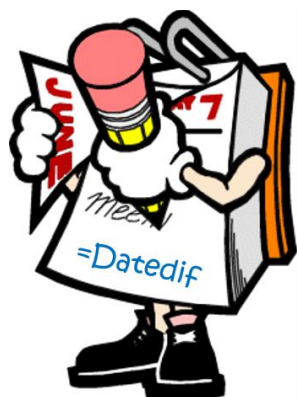
Somethings just stay evergreen, just like the DATEDIF function! Back in day (days of Excel 2003) it used to be a stud amongst the Date Functions and it has not lost its sheen till date but the newer versions of excel (2007 and above) have stopped giving any help or guidance with this function

What it does: It returns the difference between two date values in either days, months, years or some other mixed formats. Since there is no screen guidance available when you type =DATEDIF you'd have to learn the syntax.
Learn the **DATEDIF Function here**

Tip #18 : WORKDAY.INTL & NETWORKDAYS.INTL functions to factor in holidays & weekends

Syntax: WORKDAY.INTL(start_date, days, [weekend], [holidays])
How does it work: This function is very powerful for professionals in project management. This function will return the next working day from a specific start date, taking care of weekends and holidays in between. Lets understand the syntax
1. **Start_date** – This is the start date from where you want to start counting the number of working days
2. **Days** - This is the number of days you want ahead of the start date
3. **Weekends** – Excel gives you a help in order to choose your weekend pattern. For example if you specified 1 i.e.. Saturday & Sunday or if you specified 2 i.e.. Sunday & Monday and so on. You can omit this input, excel automatically considers Saturday & Sunday as default options
4. **Holidays** – These are the list of holidays (apart from Weekends) that you may want to specify. Excel will automatically adjust in case of any overlap between holidays and weekends.

	A	B	C	D	E	F	G	H	I	J	K
1											
2		Project Start	Days	Holiday List	Project Finish Date						
3		24-Apr-13	250	31-Dec-13	=WORKDAY.INTL(B3,C3,1						
4				1-Jan-14	WORKDAY.INTL(start_date, days, [weekend], [holidays])						
5						1 - Saturday, Sunday	Saturday and Sunday are weekend days				
6						2 - Sunday, Monday					
7						3 - Monday, Tuesday					
8						4 - Tuesday, Wednesday					
9		Satuday and Sundays are Weekends				5 - Wednesday, Thursday					

In the above example, we first linked the project start date as our Start_date and we linked the number of days as 250. As soon as we move to the 3rd input excel drops down an automatic help for selecting the weekend. Here we have chosen 1 for selecting Saturday and Sunday as weekends

IF   X ✓ *fx*   =WORKDAY.INTL(B3,C3,1,D3:D4)

	A	B	C	D	E	F	G
1							
2		Project Start	Days	Holiday List	Project Finish Date		
3		24-Apr-13	250	31-Dec-13	=WORKDAY.INTL(B3,C3,1,D3:D4)		
4				1-Jan-14	WORKDAY.INTL(start_date, days, [weekend], **[holidays]**)		
5							

As a last part of the input choose the range where you have specified the list of holidays. Here the result is 11 April 2014 that means that after considering 250 working days (excluding Saturday, Sundays and Holidays) the project will end on 11 April 2014

goodly

Tip #19 : WORKDAY.INTL & NETWORKDAYS.INTL functions to factor in holidays & Weekends Continued..

Syntax: NETWORKDAYS.INTL(start_date, end_date, [weekend], [holidays])

How does it work: This function is the exact opposite of the WORKDAY.INTL function it calculates the number of days between 2 dates taking care of weekends and holidays. Since the syntax is pretty similar to the WORKDAY.INTL function lets look at a comprehensive example to understand this better

	A	B	C	D	E	F	G	H	I	J
1										
2		Appraisal Date	Next Appraisal Date		Holidays	No of days in between				
3		4-Jan-12	31-Aug-12		26-Jan-12	=NETWORKDAYS.INTL(B3,C3,				
4					15-Aug-12	NETWORKDAYS.INTL(start_date, end_date, **[weekend]**, [holidays])				
5										
6		Only Sundays are Weekends				1 - Saturday, Sunday				
7						2 - Sunday, Monday				
8						3 - Monday, Tuesday				
9						4 - Tuesday, Wednesday				
10						5 - Wednesday, Thursday				
11						6 - Thursday, Friday				
12						7 - Friday, Saturday		Sunday is weekend day		
13						11 - Sunday only				
						12 - Monday only				

Just like the earlier example, we first linked the appraisal start date as our Start_date and linked the next appraisal date as our end_date. As soon as we move to the 3rd input, excel drops down an automatic help for selecting the weekend. Here we have chosen 11 for selecting only Sunday as weekends

	A	B	C	D	E	F	G	H
1								
2		Appraisal Date	Next Appraisal Date		Holidays	No of days in between		
3		4-Jan-12	31-Aug-12		26-Jan-12	=NETWORKDAYS.INTL(B3,C3,11,D3:D4)		
4					15-Aug-12	NETWORKDAYS.INTL(start_date, end_date, [weekend], **[holidays]**)		
5								
6		Only Sundays are Weekends						

In the last input choose the range where you have specified the list of holidays. Here the result is 205 that means that next appraisal date will come after 205 working days (excluding Sundays and Holidays)

Tip #20 : Generating Serial Numbers with a Formula

SNo	Emp ID	City	Dept
	EMPID 841	Taipei	Corporate Finance
	EMPID 21282	Munich	Security
	EMPID 30366	Brussels	Human Resources
	EMPID 1046	Boston	Operations
	EMPID 27721	Melbourne	Corporate Finance
	EMPID 36456	Prague	Security
	EMPID 13793	Bangkok	Human Resources
	EMPID 22004	New Delhi	Accounting
	EMPID 16654	Chicago	Security
	EMPID 33757	Melbourne	Sales
	EMPID 1143	Paris	Engineering
	EMPID 1647	Kuala Lumpur	Corporate Finance
	EMPID 35349	Paris	Operations
	EMPID 22229	Bangkok	Corporate Finance
	EMPID 11403	Mumbai	Operations
	EMPID 8221	Prague	Retail Operations
	EMPID 37379	Dubai	Operations
	EMPID 35435	Singapore	Engineering
	EMPID 26874	Singapore	Retail Operations
	EMPID 20886	Miami	Sales
	EMPID 7952	Munich	Engineering

Here is a Quick Tip to generate serial numbers

## Tip #21 : Trim Spaces and Ghost Spaces between your text

If you have been using the Trim function for a while to delete the extra spaces between your text, you may have encountered that sometimes the TRIM just doesn't work!

Take a complete heads down on the TRIM Function and what to do when TRIM function does not work

TRIM Function Workings and When TRIM function Fails to detect ghost spaces

Tip #22 : Formula Auditing Techniques
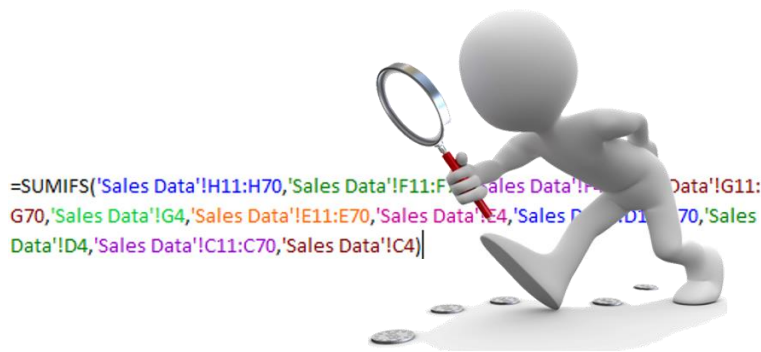
To Err is to Human and to correct that err is to audit your formulas. In this article I talk about how can we effectively audit our formulas in different ways.

I have 5 smart tricks here which you can use for various needs!

1. Auditing with F2 Key - This is the most basic type of auditing but works a treat. All you need to do is to press the F2 key to see which cells are linked to your formulas (linking is shown by color coding). The formula bar also shows your formulas but one can't really make a head and tail out of it (since it shows no linking)

Year	2001	2002	2003	2004	2005
Sales	305	245	402	360	279
Cost	292	223	393	374	342
Profit	=C3-C4	22	9	-14	-63

KEEP CALM AND PRESS F2 TO DEBUG YOUR FORMULA

Read the rest 4 Formula Auditing techniques

Tip #23 : How to avoid errors in your Excel Formulas

Use =**IFERROR(Formula, Value if Error)** to prevent a calculation from returning any error. For example
• To prevent DIV/0 errors:
=IFERROR(D2/C2,0)
• To prevent #N/A in the Lookup Formula:
=IFERROR(VLOOKUP(...),"Not Found")

Tip #24 : Clubbing Worksheets in Formulas

Sum Cell A10 on worksheets Mon to Fri =SUM(Mon:Fri! A10). If the worksheet name contains a space or other special character, use apostrophes: =SUM('Jan 14: Dec 14'!C5). Note that the sum will function will consider all worksheets between Mon and Fri

Tip #25 : Important Rounding off Formulas

Result	Formula
• Round to 2 decimals	=ROUND(A2,2)
• Round to 100's	=ROUND(A2,-2)
• Round to nearest 25	=MROUND(A2,25)
• Round up next 1	=CEILING(A2,1)
• Round up to next 100	=CEILING(A2,100)
• Round down to 10	=FLOOR(A2,10)
• Strip off decimals	=INT(A2)
• Keep only decimals	=MOD(A2,1)

Tip #26 : Important DATE Formulas

Result	Formula
• End of Month	=EOMONTH(A2,0)
• End of Last Month	=EOMONTH(A2,-1)
• First of Month	=EOMONTH(A2,-1)+1
• First day of current Week	=TODAY()-WEEKDAY(TODAY(),3)
• Today's Date	=TODAY()
• Current Time	=NOW()-TODAY()
• Year of a date	=YEAR(A2)
• Month of a date	=MONTH(A2)
• Month in text format	=TEXT(A2,"MMM")

*Cell A2 is assumed to contain any Date

goodly

Tip #27 : Some Other Useful Functions

Result	Formula
• Metric conversions	=CONVERT(A2,"km","mi")
• Largest Value	=MAX(A2:A99)
• 2nd Largest Value	=LARGE(A2:A99,2)
• Smallest Value	=MIN(A2:A99)
• 3rd Smallest Value	=SMALL(A2:A99,3)
• Random number between 10 & 50	= RANDBETWEEN(10,50)

Tip #28 : How to find Calendar and Indian Quarter of a Date

Enter a date   15-Apr-14   Quarter 2

How would you find out quarters for a given set of dates. For example
• 02-Feb-2014 is the 1st Quarter
• 15-Apr-2013 is the 2nd Quarter
• 27-Aug-2010 is the 3rd Quarter

There are 2 ways to solve this
1. Through VLOOKUP
2. Using some Math Formulas

The problem gets even more interesting when you are asked to find out Indian quarters for the dates as per Indian Financial Year (Apr – Mar). For example
• 02-Feb-2014 is the 4th Quarter
• 15-Apr-2013 is the 1st Quarter
• 27-Aug-2010 is the 2nd Quarter

Read the full post – How to find quarters for Dates

VLOOKUP Exclusive !

Tip #29 : Comprehensive Guide to VLOOKUP and Tricks

We look up! Ha Ha!

VLOOKUP facts & myths that I have witnessed.. pretty interesting!

- "Do you know how to apply a VLOOKUP" ? It is one of the most asked questions in the technical round of excel interview. **FACT**
- If one knows how to apply VLOOKUP, he knows advanced Excel or he is the master of Excel – **MYTH**
- VLOOKUP is difficult to learn – **BIG MYTH**
- The TRUE/FALSE input at the end of VLOOKUP is the same and gives you the same result – **MYTH**

Right from basics to being a pro at applying VLOOKUP, I have put down a short guide to help you learn VLOOKUP. No jargons, just plain English!

I have also put together a short video guide for some awesome tricks that you can apply to your VLOOKUP formulas

[Comprehensive VLOOKUP Guide and Crazy Tricks (Video)](#)

Tip #30 : Do you suffer from VLOOKUPHOBIA (the fear of applying a VLOOKUP) ?
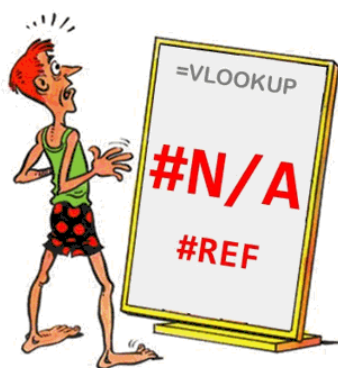
If you pray to God for making your VLOOKUP work
"**Oh God .. please make this VLOOKUP work ! ! I promise to visit you every week** "

Then you must read this – [Suffering from VLOOKUPHOBIA?](#)

In this post I will rescue you from the top 3 common mistakes while writing VLOOKUP function and save your prayers for more crucial things in life!!

Tip #31 : How to VLOOKUP similar (but not matching) records ?

It is often found in data sets that there are similar records but are not an exact match. How do you perform a VLOOKUP on them?

Learn How to **Apply Fuzzy Lookup in Excel**

Tip #32 : How to perform a Picture VLOOKUP ?

Looking up pictures can be interesting and can possibly be used in different scenarios. Here is a quick sneak peak into **how can you do a Picture VLOOKUP**

Working With Data

Tip #33 : Make your Filter work faster with Advanced Filter

Contrary to the name "Advanced filter", I think Advanced Filter is more easy to use and offers a great utility than the usual filter in Excel. Make your life simple by using **Advanced Filter in Excel**

Tip #34 : Make your life even simpler by Automating Advanced Filter using a Macro

Filter Criteria

Date	Sales Rep	Customer	Amount	Region
	Ramesh	MNTL		

Filter Records

Data

Date	Sales Rep	Customer	Amount	Region
06-Jun-07	Varsha	Shyam & Sh	10900	East
17-Nov-07	Veronica	MNTL	13050	West
06-Jul-05	Ramesh	Sharma & C	12300	West
06-Nov-06	James	Sharma & C	10400	South
21-Mar-08	Rajat	White Asso	14200	South
16-Jun-05	Varsha	Shyam & Sh	10450	South

| Date	Sales Rep	Custome
04-Nov-06	Ramesh	MNTL
28-Sep-07	Ramesh	MNTL
12-May-08	Ramesh	MNTL

Here is a quick guide (a short macro code) to automate your advanced filter. **Automate Advanced Filter**

Tip #35 : How to Filter Pictures in your Data ?

Have you thought or faced a problem while filtering pictures in your data set? The solution is insanely simple **How to Filter Pictures**

Tip #36 : How to NOT Copy hidden rows from Filtered Data
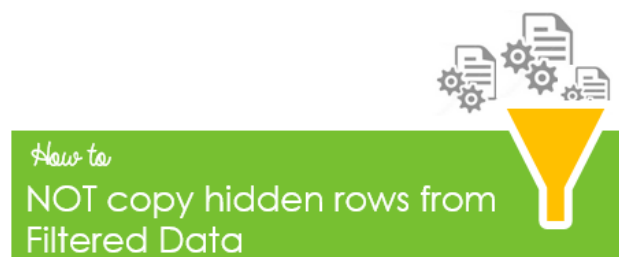
Often the hidden rows also get copied when you copy the filtered data and paste it to the desired location. To fix this problem all it takes is one additional step and 5 sorry 2 seconds extra than the normal copy paste of the filtered data. Learn **How NOT to copy hidden rows from Filtered Data**

Tip #37 : How to inverse your Data

Have you ever had a situation where you wanted to inverse the order of your data? .. If yes then this is just for YOU! You can do it with a simple Excel Formula **How to Inverse your data?**

Tip #38 : Add Multiple Data sets to your Pivot Table with Data Model

A data model (Excel 2013 feature) can link multiple data sets (converted into tables) and make a single pivot table.
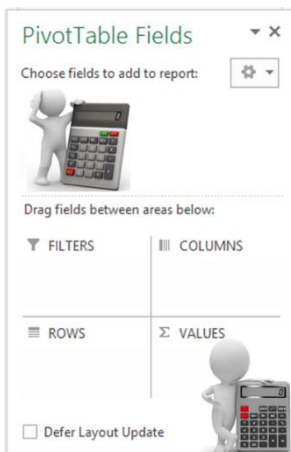
It additionally has a few new formulas for advanced analysis.. let's not just talk about it but experience it!! Ready for the steroid ?

Read Data Models in Excel 2013
(If you want to become an advanced Pivot Table user, It is a must read !)

With Data Model you can put your
Pivot Table on steroids!

Tip #39 : Do customized calculations by adding Calculated Fields in Pivot Tables

One of the less known and extremely awesome feature of Pivot Tables is its ability to create calculated fields with in the Pivot Table. This makes your Pivot Table calculations more versatile

Take a look at a Case Study on How to Add Calculated Fields in Pivot Tables

Tip #40 : Convert Dates in Quarters, Months or Years by Grouping feature in Pivot
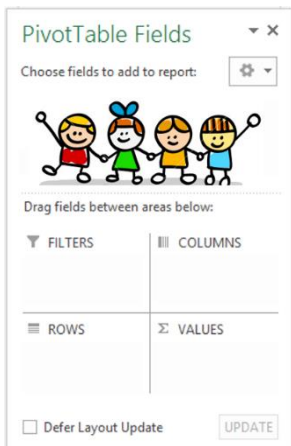
The Grouping feature is a pretty awesome (and incredibly quick) technique to do time series (quarters, years, months or more types of) analysis with a couple of clicks. Also (over the years) I have realized that a lot of people don't know about this. Nothing better than if you know it

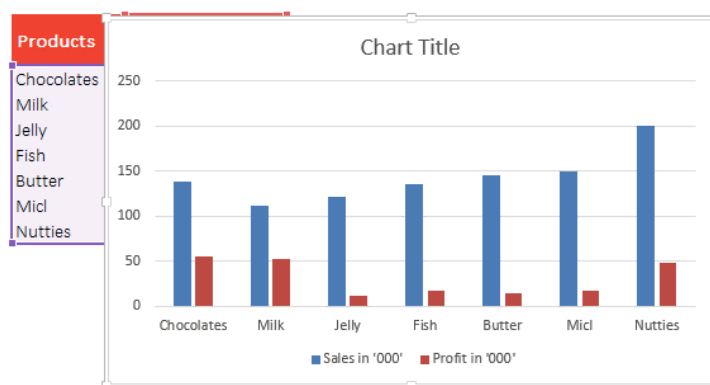Take a dive into – Grouping Feature in Pivot Tables

Tip #41 : How to Turn off the GETPIVOTDATA Function

GETPIVOTDATA can be quite irritating at times when you are trying to link a cell in the Pivot Table Here is a quick way to turn it off. **Turn off GETPIVOTDATA**

Advanced Charting Tips & Visualizations
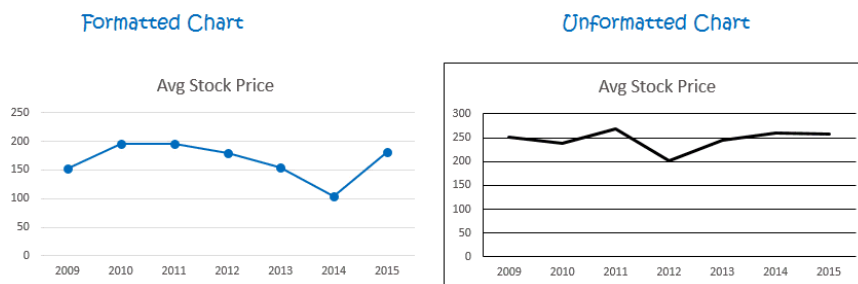
Tip #42 : Draw a Chart in 1 keystroke

[How to Draw the chart in 1 key stroke ?](#)

Tip #43 : Learn the Basics of Charting in Excel

1. Chart Types and How to create a Chart ? – [Charting Basics Part 1](#)
2. Adding / Editing data to your charts & How to work with different chart elements – [Charting Basics Part 2](#)
3. Chart Formatting Essentials – [Charting Basics Part 3](#)

**Tip #44 : A Quick Chart formatting Tip**

Learn how to quickly replicate formatting to Raw Chart. [Quick Chart Formatting Tip](#)

## Tip #45 : How to Pick the right color for your Chart
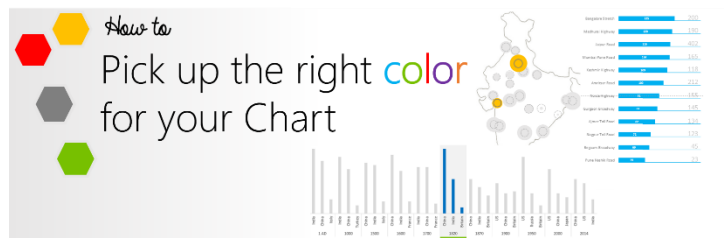
If you struggle to get the right mix of colors for your charts and visualizations? This one is for you. Unfortunately Microsoft's standard color selection is too lame to get it right the first time.

I am including in here as much as I know about colors and the techniques that have worked pretty well for me to make my charts communicate effectively. Here you go - **How to pick up right color for your Charts**

Tip #46 : How to add Direct Legends to the Charts
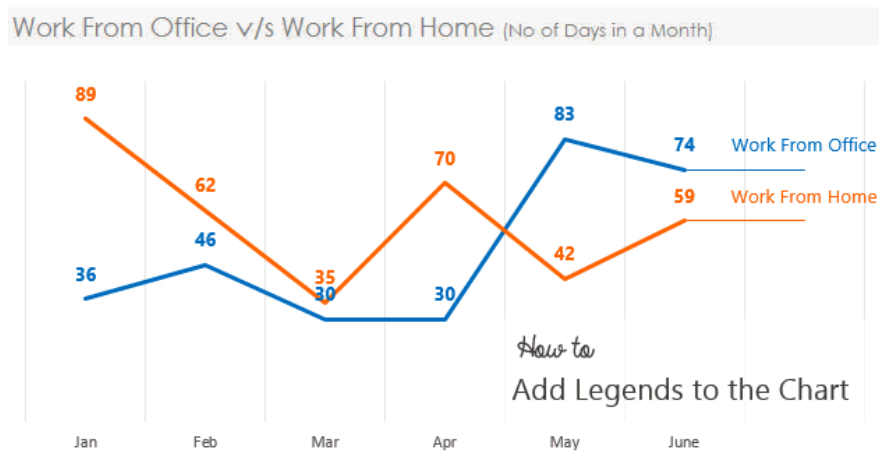
When you are dealing with multiple series of data, especially in a line chart, it may become difficult to match the line color with the legend. The quick solution is to add the legend at the end of the line chart. Here is how you do it – **How to add Direct Legends to the Charts**

Tip #47 : How to make a Dynamic Stock Ticker Chart
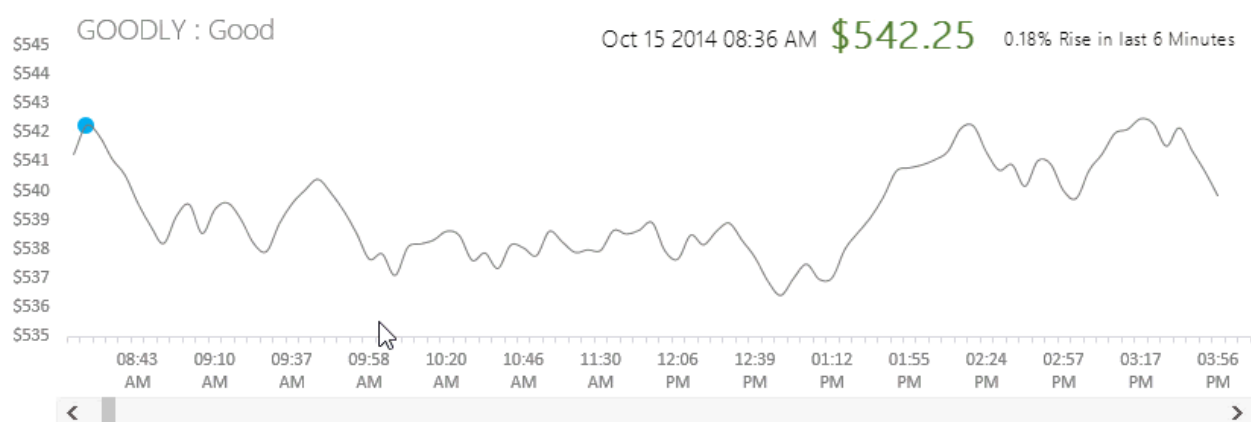
You would have seen this Chart numerous times if look at stock prices. Can we draw it in Excel? Of course we can – **Presenting the Stock Ticker Chart** for you!
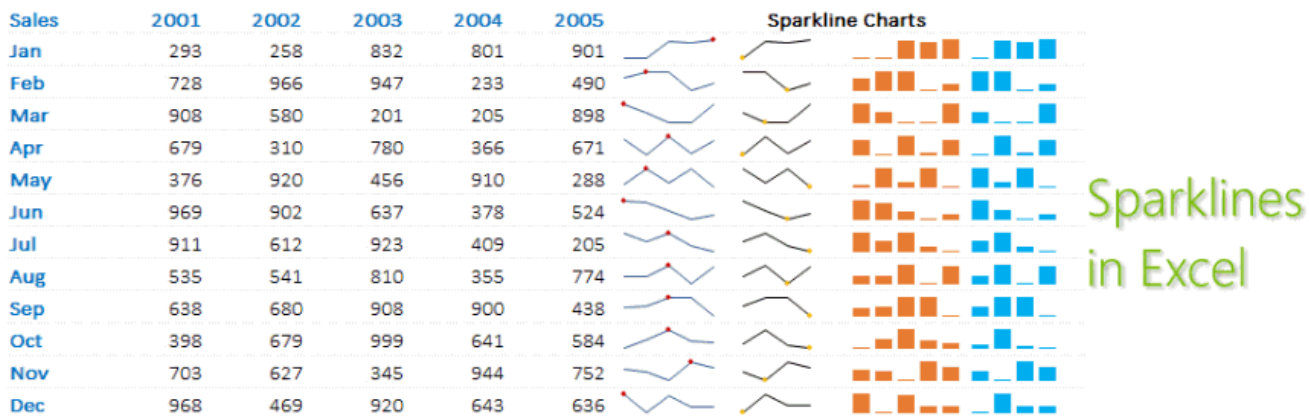
goodly

Tip #48 : How to make a Check Button Chart

Company	2011	2012	2013	2014	2015
☑ Inc Corp	137	169	175	192	200
☑ Davis& Co	50	80	85	120	161
☑ Pops Inc	220	222	170	120	40

MARKET CAPITALIZATION (Mn)


—Inc Corp   —Davis& Co   —Pops Inc
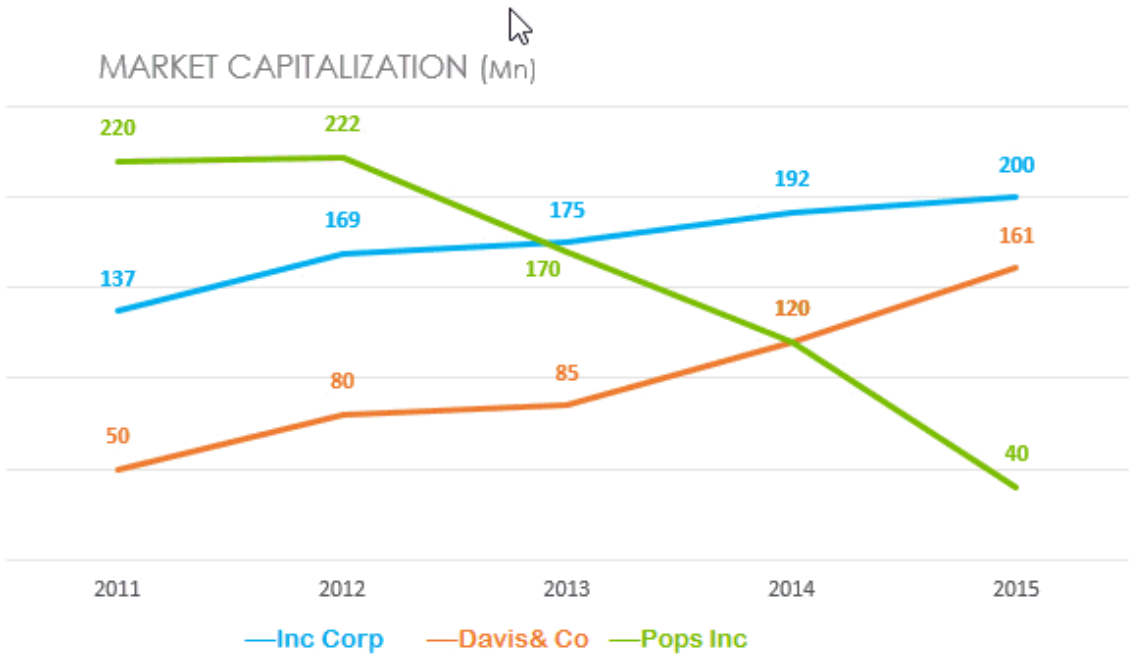
A check button chart is extremely helpful when you want to give the user the choice of what she wants to display in the chart and it looks equally sexy. All it takes is a bit of logic and a simple set of procedures to follow. **Learn to Make a Check Button Chart** (A must learn chart technique to make your boss happy!)

Tip #49 : Sparkline Charts

| Sales	2001	2002	2003	2004	2005		Sparkline Charts	
Jan	293	258	832	801	901			
Feb	728	966	947	233	490			
Mar	908	580	201	205	898			
Apr	679	310	780	366	671			
May	376	920	456	910	288			
Jun	969	902	637	378	524			
Jul	911	612	923	409	205			
Aug	535	541	810	355	774			
Sep	638	680	908	900	438			
Oct	398	679	999	641	584			
Nov	703	627	345	944	752			
Dec	968	469	920	643	636			

Sparklines in Excel

These are cute little compatible charts that fit in one cell. Like the default charts they don't offer deep analysis but are amazing for quick glances and basic insights and the best part is that they are damn easy to create – **Sparklines in Excel**

## Tip #50 : Learn to make the Waterfall Chart
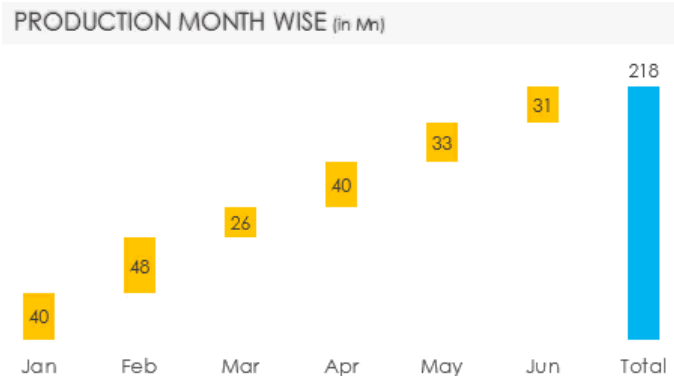
Waterfall Chart (because it looks like a waterfall) is an awesome way to display how things add up to form the total - **How to Make a Waterfall Chart**

## Tip #51 : How to highlight Max and Min Points in your Chart
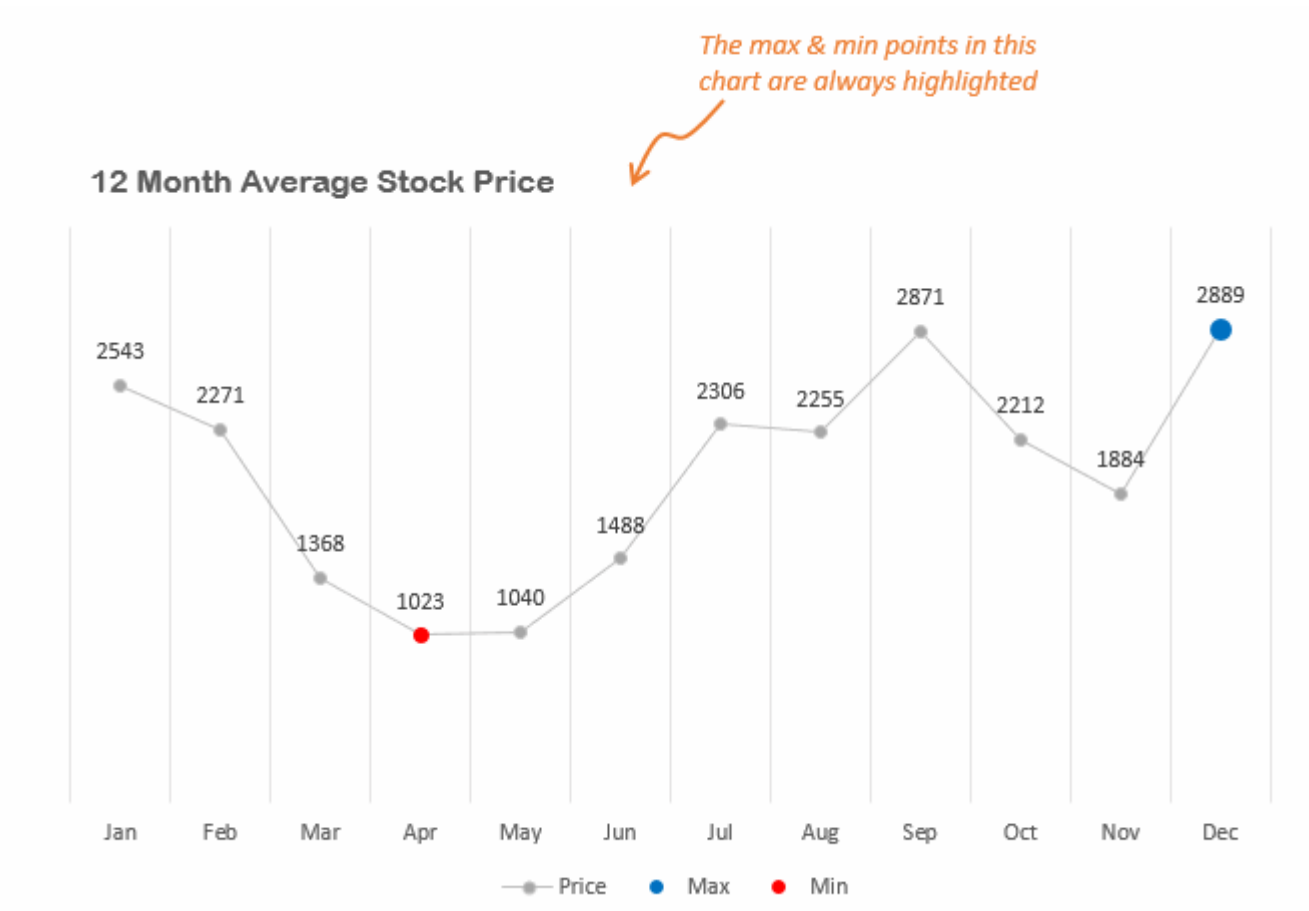
Use this technique in a line chart to dynamically highlight minimum and maximum data points. **How to Highlight Max and Min Points in your Chart**

Tip #52 : Customize highlighting any data series to focus on specific elements

SON ▾

Pick up any name in the drop down to highlight
It on the chart

SALES TEAM PERFORMANCE
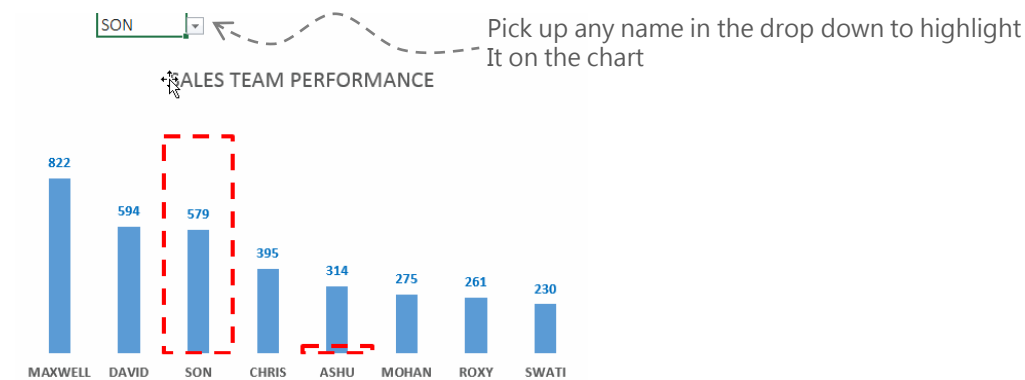
Here is a chart in which you can pick up which value you want to highlight (dotted border around it). It is pretty simple to build it but looks stunning in your reports and dashboards. **Highlight any data series in your chart**

Tip #53 : How to plot cities on a Map

As you pick up the city, it gets plotted on the Map
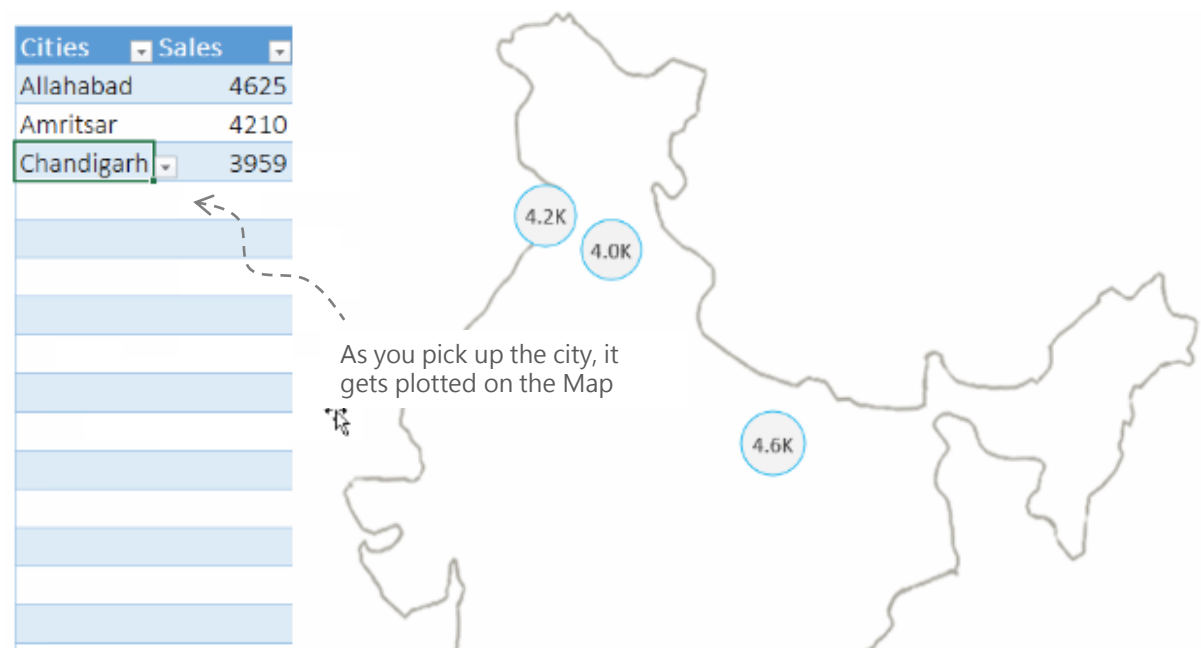
If you have always wondered a chart type where you can plot the city on a map and moreover if that can be possible in Excel? It is right here!
In this post
• I have outlined the detailed working of this chart
• A video
• And downloadable files for your convenience

How to plot cities on Map using Excel

Tip #54 : Make Charts with REPT function (quick & easy)
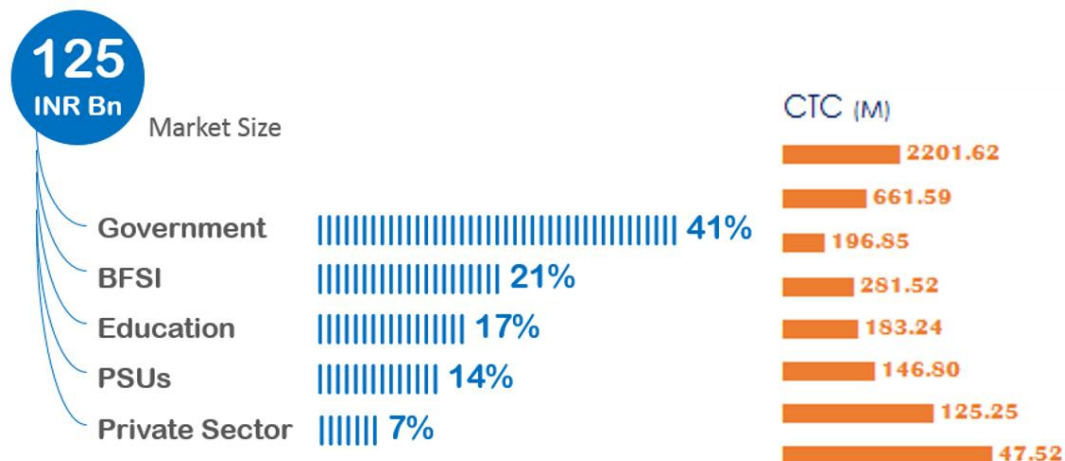
It is so much fun using Excel in diversified ways. You can cleverly use the REPT function to make stunning charts in Excel.. sounds bizarre and interesting? Lets explore this **REPT Function Chart in Excel**

Tip #55 : Scrolling List in Excel

Typically while summarizing your data if you run out of space to display all the information in a single snap shot, here is a powerful method to create a scrolling list from your data set. All it takes is a few minutes to set it up but creates a lasting impression in front of your boss/client.
Learn **How to create a scrolling list in Excel**

Tip #56 : How to add total to stacked column chart
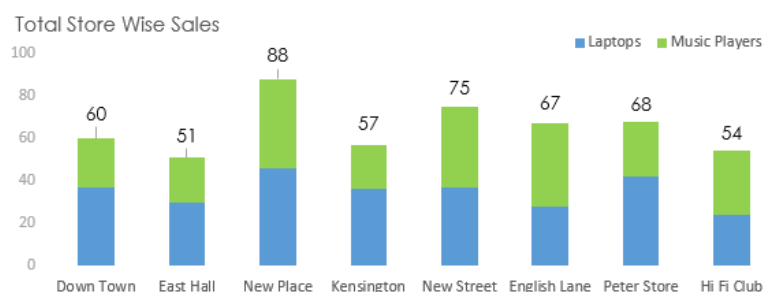
Here is a quick trick to add total label to the stack bar chart. – Check it out **Adding total to Stacked Chart**

Tip #57 : Total at the end of the Line Chart

If you wish to show the total at the end of the line chart, here is a way to dynamically integrate that with your line chart. **Show total at the end of the Line Chart**
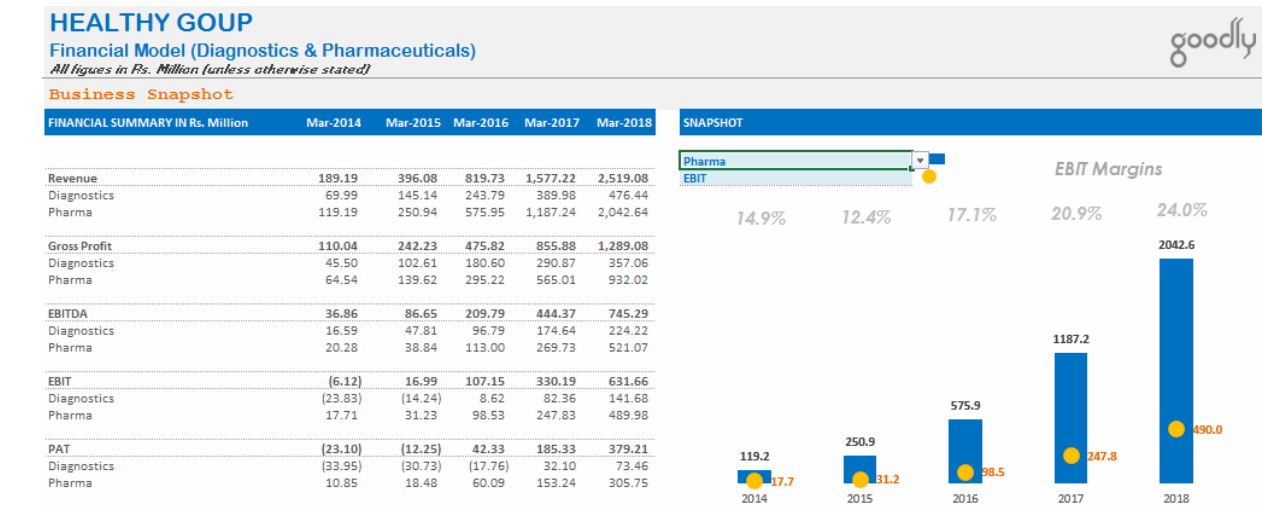

Tip #58 : Camera tool in Excel

Did you know that Excel has a 50 Megapixel DSLR Camera with 24 -105 mm lens built into it ?

Alright I am kidding with the description of the camera, but excel really has an inbuilt camera tool which can be quite powerful to create dynamic visualizations. Here is **everything about the Camera tool in Excel**

Financial Modeling Tips

goodly

Tip #59 : Financial Modelling Getting Started

HEALTHY GOUP
Financial Model (Diagnostics & Pharmaceuticals)
All figues in Rs. Million (unless otherwise stated)
goodly

Business Snapshot

FINANCIAL SUMMARY IN Rs. Million	Mar-2014	Mar-2015	Mar-2016	Mar-2017	Mar-2018
Revenue	189.19	396.08	819.73	1,577.22	2,519.08
Diagnostics	69.99	145.14	243.79	389.98	476.44
Pharma	119.19	250.94	575.95	1,187.24	2,042.64
Gross Profit	110.04	242.23	475.82	855.88	1,289.08
Diagnostics	45.50	102.61	180.60	290.87	357.06
Pharma	64.54	139.62	295.22	565.01	932.02
EBITDA	36.86	86.65	209.79	444.37	745.29
Diagnostics	16.59	47.81	96.79	174.64	224.22
Pharma	20.28	38.84	113.00	269.73	521.07
EBIT	(6.12)	16.99	107.15	330.19	631.66
Diagnostics	(23.83)	(14.24)	8.62	82.36	141.68
Pharma	17.71	31.23	98.53	247.83	489.98
PAT	(23.10)	(12.25)	42.33	185.33	379.21
Diagnostics	(33.95)	(30.73)	(17.76)	32.10	73.46
Pharma	10.85	18.48	60.09	153.24	305.75

SNAPSHOT

Pharma
EBIT

EBIT Margins

14.9% 12.4% 17.1% 20.9% 24.0%

2042.6
1187.2
575.9
250.9 31.2
119.2 17.7
98.5
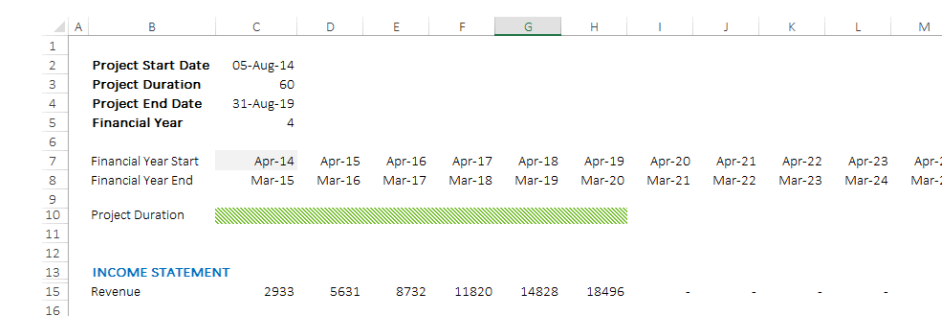247.8
490.0
2014 2015 2016 2017 2018

If you are a beginner at Financial Modeling and are curious to know about it or even take it up as a profession then I have written a short resource guide on how to get started. I have explained
- What is financial modelling ?
- Types of financial models
- Top blogs and companies that do financial modelling
- Skills that you should acquire for being a pro at financial modelling
- Financial Modeling Skill Matrix (Downloadable file) – How does it shift as you move up the career?
Without further ado - Financial Modeling getting started

Tip #60 : Time scales in Financial Modeling – Part 1

|	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		Project Start Date	05-Aug-14										
3		Project Duration	60										
4		Project End Date	31-Aug-19										
5		Financial Year	4										
6													
7		Financial Year Start	Apr-14	Apr-15	Apr-16	Apr-17	Apr-18	Apr-19	Apr-20	Apr-21	Apr-22	Apr-23	Apr-2
8		Financial Year End	Mar-15	Mar-16	Mar-17	Mar-18	Mar-19	Mar-20	Mar-21	Mar-22	Mar-23	Mar-24	Mar-2
9													
10		Project Duration											
11													
12													
13		INCOME STATEMENT											
15		Revenue	2933	5631	8732	11820	14828	18496	-	-	-	-	-
16													

If you are already building financial models (especially project finance models), building time scales is one of best ways to automate your models. These help you manage changes in project timelines and dates very effectively. I have put down a short step by step tutorial to set up a construction time scale for your Model. Time scales in Financial Modeling Part 1 (A must read for financial modellers)

Tip #61 : Time Scales in Financial Modeling Part 2
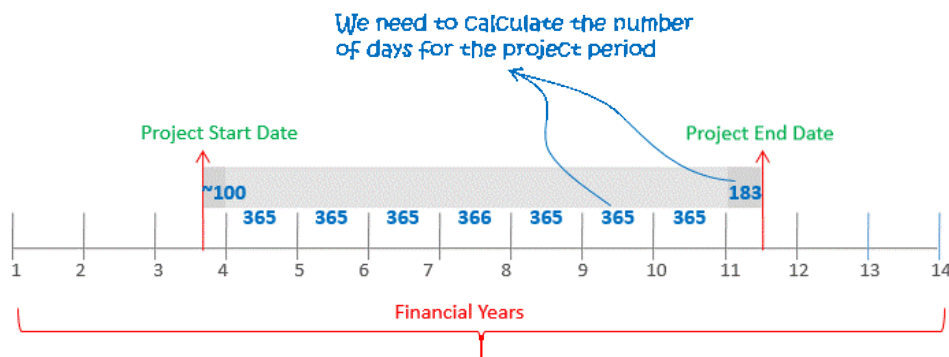
This post is an extension of the Part 1 post on time scales with the difference being that this one is on building project execution days. Read the entire post here – Time Scales in Financial Modeling Part 2

Tip #62 : IRR Calculation in Excel (1st Part)
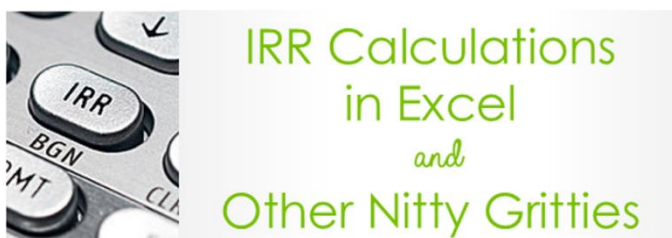
What is IRR?

A lot of people will give life threating definitions of this concept! Definitions that they themselves hardly understand, let alone using it practically in real life.

If you would like to understand the concept of IRR in a more human way and how it applies to real life you must read this post. I have also charted out different problems associated with using IRR and their workarounds

IRR Part 1 - Part 1 – Contents

1. What is IRR ? (A complex and a simple definition)
2. A Case to explain the concept of IRR
3. How to Calculate IRR (Simple math equation and by using Excel's IRR function)
4. Investing or Not Investing in the Business (Case Analysis)
5. Interpreting Positive and Negative IRR

Tip #63 : IRR Calculation in Excel (2nd Part)

IRR Part 2 – Part 2 Contents

1. 4 problems associated with IRR
2. The XIRR function to handle irregular cash flows
3. Why does IRR change when consolidating annual cash flows from quarterly cash flows ?
4. Why is IRR or XIRR is not a very robust metric ?
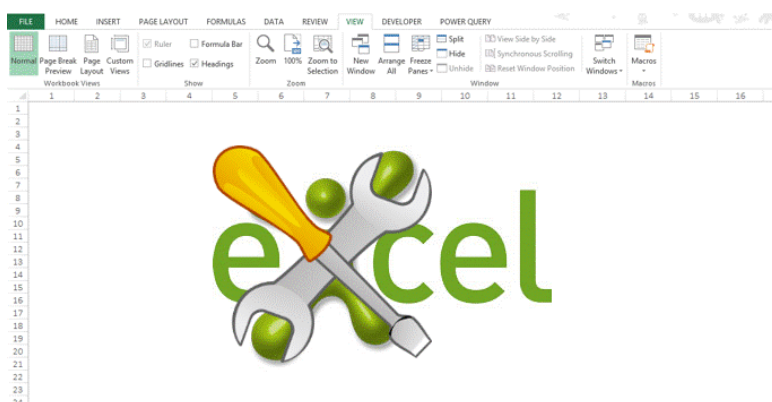
Tip #64 : IRR Calculation in Excel (3rd Part)

IRR Part 3 – Part 3 Contents

Talks about Excel's MIRR (modified internal rate of return) as a robust alternative to IRR

Miscellaneous Utility Tools

Tip #65 : Screen Editing Options in Excel

Excel offers additional capability to change the user interface. In this article I am covering 9 screen editing options that offer the most utility to the user. **9 quick screen editing options in Excel**

Tip #66 : How Goal Seek Works ?

Goal seek is one of the incredibly simple (& powerful) features of excel. It offers reverse one variable analysis, something like : you know the result that you want but want to back calculate the variables for the desired result. Take a look at a **Case Study for Goal Seek**

Tip #67 : An alternative to merging cells

Cells are merged here !

We often merge the cells for a common headline that has to appear above a set of cells. There is a smart way gives you the merge effect without merging the cells

Center Across Selection

1. Select the cells that you want to merge
2. Open the format cells box (shortcut Ctrl + 1)
3. In the alignment tab
4. Pick Center Across Selection
5. Done!

Now your cells will look like merged but actually the text is aligned to the center of the selected cells

Tip #68 : Hiding Options in Excel

Excel offers quite a bit of hiding options by using them you can hide sheet tabs, ribbons, gridlines and even the data. Here are 9 things you can choose to hide (and unhide) in Excel

Tip #70 : Protected sheet from being edited

Excuse Me!
You don't have the authorization
this **Sheet is Protected!**

If you wish to guard your sheet from unwanted access, the Protect Sheet feature comes really handy! I have covered this in detail here – Sheet Protection Options in Excel

Tip #71 : Hyperlinking Options in Excel

I strongly recommend this utility for making your spreadsheets look more aesthetically appealing. Here is how we do it

1. Click on shapes in the insert column, choose the rectangle tool and draw a rectangle

2. Type a relevant message in the box and then right click on the box to choose the hyperlink option

goodly
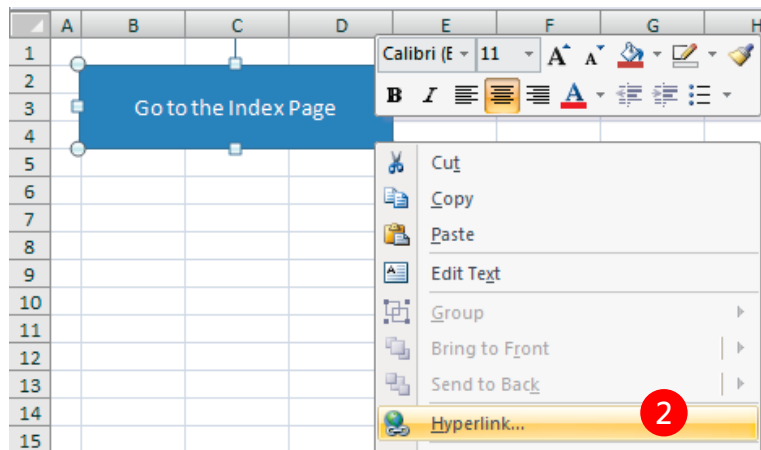
3. The hyperlink dialogue box gives you the option for linking your object (rectangle) to same or any other spreadsheet. You can even choose link a url (a website) to the object. Hyperlinking works on almost anything- Objects, Pictures, Text, SmartArt
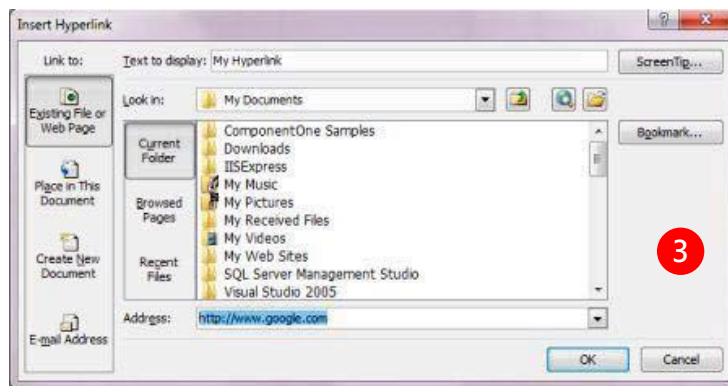

Tip #72 : Open the same Excel file multiple times with New Window Tool

Have you had a chance where you had a to do a lot of to and fro between sheets? If yes then the 'New Window' feature is your saviour! It is an awesome tool for tracking workbooks with too many sheets

1. The New Window option is in the view tab
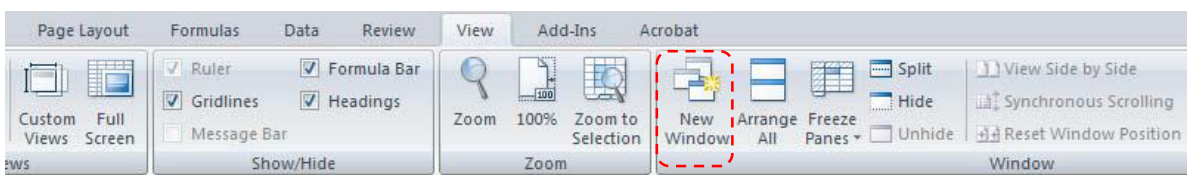
2. When you click on it, it opens up another image of your workbook in separate window and allows you to refer to the sheets within your workbook from another window
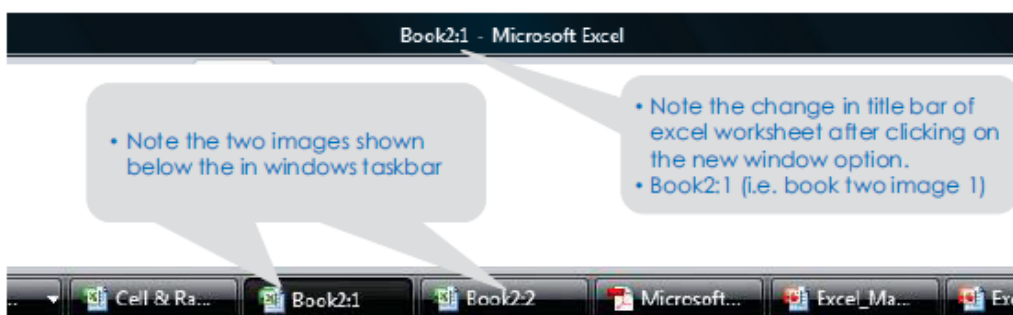
For a single workbook you can open as many new windows as you want

3. Note that the new windows are mirror images and any changes done in the current window are automatically updated in the file

4. This feature helps you compare a workbook with many sheets at one go (by using Alt+tab), rather than navigating to and fro between sheets

Tip #73 : Working on Multiple Sheets

Quick
tip

How to

Work on Multiple Sheets

| Sheet5 | Sheet4 | Sheet3 | Sheet2 | Sheet1 |

This trick really comes handy when you have to add data / edit multiple sheets at once. Let's just take a look into this, it is quick and easy! How to work on Multiple Sheets at once

Tip #74 : Managing Auto Recovery of lost data

Excel is smart and saves our work by itself. It creates a back up while we are working on the spread sheet. You can modify the settings to suit your needs. Lets explore this further

1. GO to excel options
    - For Excel 2007- Use the shortcut ALT > F > I (Alternatively you can find it in the Microsoft button menu)
    - For Excel 2010 & above – Use the shortcut ALT > F > T (Alternatively you can find it in the File menu)
2. Click on the Save Tab (on the left) note the 2 options
    a) These allow you to alter the intervals at which the auto save takes place
    b) The default file location is where your auto recover workbook is stored. In case you lose your file, you can pick up the most recent version of your workbook from this location

Tip #75 : Select special areas of your workbook by GOTO Special Feature

Go To Special enables you to quickly select cells of a specified type within your spreadsheet. Lets see how it can work wonders for you. Consider the following spreadsheet, note carefully that we have some punched in numbers and some formulas in this sheet.

	A	B	C	D	E	F	G
1		SALES REPORT					
2			Jan	Feb	Mar	Q1	Apr
3			For	For	For	For	For
4		North					
5		James Bourne	4521	2863	3802	11925	=5498+200
6		Chris Hewitt	3510	4882	3915	12056	=4043-200
7		Pat Hill	5213	4557	2187	10562	1070
8		Jasmine Hunt	4175	2681	2257	9112	3588
9		="Total "&B4	=SUM(C5:C8)	=SUM(D5:D8)	=SUM(E5:E8)	=SUM(F5:F8)	=SUM(G5:G8)

1. Open the GO TO Special Feature – Use the Shortcut (function F5 key or CTRL + G) and then click on Special
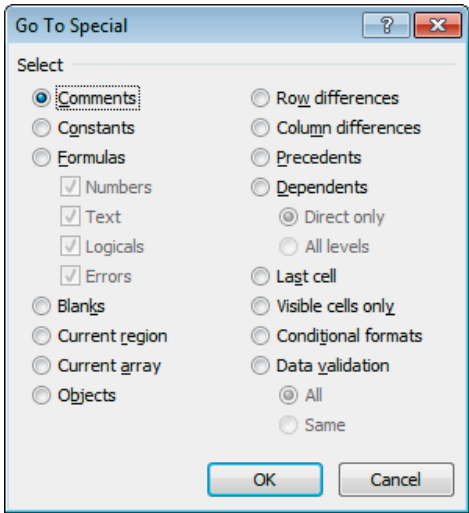
Go To Special searches within the selected range, if you want to select the entire worksheet ensure that only one cell is selected

2. You can see the that dialogue box has options to directly select the desired type of cells
3. You can choose any of the options for the desired purpose and excel will select all the cells in that worksheet that meet your choice

goodly

Tip #76 : Customizing Ribbon to suit your needs

Excel 2010 & above versions have gone a step further to make working on excel convenient for you. Customizing ribbon allows you to add a Tab with tools and buttons of your own choice. Check this out
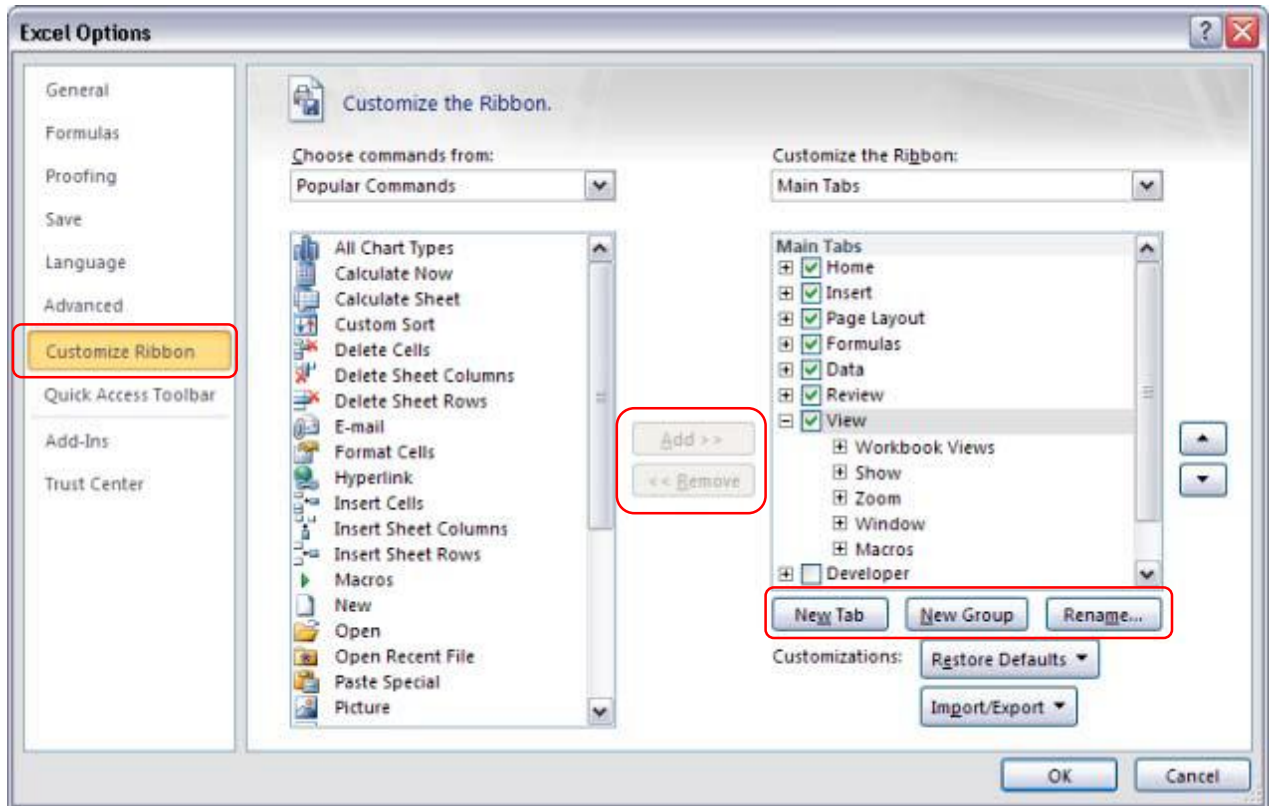
1. When you click New Tab, you can add a custom tab and custom group. You can only add commands to custom groups
2. To rename a tab, click the tab that you want to rename and click Rename

Section 9
VBA Automation & Quick Resources

Tip #77 : 60 VBA Shortcuts

I have put together a list 60+ VBA Shortcuts that will boost your speed and productivity while using VBA. Be it editing the code, debugging it, navigating the VB window or accessing far off options in the menu bar.. its all in here. 60+ VBA Shortcuts

Tip #78 : Consolidate Data from Multiple Sheets

One of the common problems in managing data is bringing it all together. Let's say we have some data scattered in multiple sheets that we want to bring it together in a single sheet. How would you do it?

One way is to copy it from multiple sheets and paste it at one location or the smarter was is to write a simple macro to do the same for us.

Here is a short VBA code that will help you Consolidate data from multiple sheets

Tip #79 : Create an Index from Sheet Names in Excel

If you have multiple sheets in your workbook and you would like to create an Index Sheet with hyperlinked names to all the sheets, here is smart and quick way to do it with a short macro code. **Create a sheet index in Excel**

Tip #80 : Covert numbers into Indian Currency Words

Number	In Words
1	Rupees One and Paise Zero Only
2	Rupees Two and Paise Zero Only
200	Rupees Two Hundred and Paise Zero Only
400	Rupees Four Hundred and Paise Zero Only
2,450	Rupees Two Thousand Four Hundred Fifty and Paise Zero Only
3,00,002	Rupees Three Lakhs Two and Paise Zero Only
20,03,000	Rupees Twenty Lakhs Three Thousand and Paise Zero Only
33,033	Rupees Thirty Three Thousand Thirty Three and Paise Thirty Three Only
697,51,800	Rupees Six Crores Ninety Seven Lakhs Fifty One Thousand Eight Hundred and Paise Zero Only

This is one of the top request from accountants : How can I convert numbers into words. There is not a straight way to do it but a macro. The code is pretty complex but you need not worry, all you have got to do is to copy and paste the code and that's it
Get my step by step instruction here – **Convert numbers into Indian Currency Words**

Tip #81 (Bonus Tip) : Unhiding Multiple Sheets at Once

Excel can hide multiple sheets at a time but cannot unhide all of them at one go and it gets quite irritating at times. Here is short code to make you rid of the itchy feeling while unhiding sheets :D
Unhide all Sheets at Once

Thank you for reading...

I hope you enjoyed reading this EBook!

I encourage you to write to me for any excel questions or even if you would like to drop in a "hi" on goodly.wordpress@gmail.com, I will be more than happy to help you in the best way I can. Also do not forget to send this eBook to your friends who need it!

Cheers & stay tuned to **Goodly**

Chandeep